



National Aeronautics and Space
Administration
Goddard Space Flight Center

NO.	04-04
DATE	October 16, 2003
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ANNOUNCEMENT

SUBJECT: Centrally Billed Account for Airline Tickets

Effective with this announcement, travelers will have the option of selecting the centrally billed account (CBA) or continuing to use the individual government issued charge card for the purchase of official government travel airline tickets. The General Services Administration (GSA) authorizes either option. GSFC's Office of the CFO has elected to provide this option to travelers because there are times when travelers receive the bill for an airline ticket before the trip commences.

Travelers or travel preparers must continue to make travel arrangements through our travel management agent, C.I. Travel. C.I. Travel will automatically charge your airline ticket to the preferred account (individual charge card or CBA) listed in your profile.* There are differences in the insurance coverage entitlements and reimbursement claims with the CBA account as outlined below. Travelers are encouraged to carefully review the differences before electing the CBA account.

Direct Billed Account

o Traveler

- Individual receives the following extra protection and assistance while on travel:
 - Lost luggage insurance – up to \$3,000 replacement coverage.
 - Travel accident insurance – up to \$200,000 coverage.
 - Travel assistance services – including medical assistance and legal referral assistance.
- Individual receives and pays for airline ticket portion of the trip and claims reimbursement in Travel Manager.

o Travel Office

- Reviews, audits and pays travel vouchers.

Centrally Billed Account

o Traveler

- Individual **Does Not** receive the following extra protection and assistance while on travel:
 - Lost luggage insurance – up to \$3,000 replacement coverage.
 - Travel accident insurance – up to \$200,000 coverage.
 - Travel assistance services – including medical assistance and legal referral assistance.
- Individual does not receive bill or pay for airline ticket portion of the trip.
- Individual **must not** claim airline ticket reimbursement on the travel voucher.

o Travel Office

- Monthly reconciles the CBA billing.
- Reviews, audits and pays travel vouchers.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

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If after carefully reviewing the differences, you would like to elect the CBA option, please complete the information below and fax it to the Travel Office at 6-8261. The Travel Office will update the information in their records, and provide a copy to C.I. Travel to update your traveler profile. **Those continuing to use their government issued individual charge cards do not need to take an action.** If you elect the CBA option, it will be used for all future airline ticket purchases; you can not change from the CBA account to the individual account on a trip by trip basis for account administration reasons. If a traveler inadvertently claims the airline ticket on a voucher and receives payment, he must notify the Travel Office and fully reimburse NASA immediately.

Questions regarding this new policy should be directed to Gale Fleming (6-8599 or Gale.L.Fleming@nasa.gov) or the Travel Office (6-5910).



Nancy A. Abell
Chief Financial Officer

I request use of the GSFC Centrally Billed Account for my airline ticket purchases. I understand that while I am on travel, I **WILL NOT** receive the following extra protection and assistance that is available on the individual government issued charge card:

- Lost luggage insurance – up to \$3,000 replacement coverage.
- Travel Accident Insurance – up to \$200,000 coverage.
- Travel Assistance Services – including medical assistance and legal referral assistance.

I understand that I should not claim reimbursement for airline tickets on my travel voucher. If I inadvertently make a claim and receive payment, I must notify the Travel Office and make a full refund immediately. My use of the CBA will be effective once I receive notification from the Travel Office.

Name (typed or handwritten)

Signature

Code

Employee number